March 4, 2003
Instructions for Adding Volunteer Opportunities
To the Volunteer.Gov/Gov System

1. **First Things**—You must be a **registered user** of the system in order to add opportunities and view applications. Please call Bobbie Davis-Weir at 916-978-4542 in the California State Office to become a registered user.

2. **Access**—You can login to the administrative web portal by clicking the **Partner Access** link on the home page in the bottom left corner. The link will take you to the Login page. Once you enter the proper username and password, you will be authenticated.

3. **Administration Page**—There are a number of levels for administrative functions. Adding new opportunities is available to all levels of users. Select the "**Add New Opportunities**" icon on the left side of the Administration page.

4. **Volunteer Opportunity Details**—Fill in the appropriate boxes on the form. The "**Opportunity Name**" should include BLM in the title and the field office name. Remember that this title will appear in a variety of listings, including the USA FreedomCorps website and other pages. Other **required** fields include Street Address, City, State, Zip Code, and Description.

5. **Activities**—You must check at least one box. You may check as many as apply. This listing is the basis for searches and will also be helpful in matching applications and opportunities.

6. **Contact Information**—This has been the source of some confusion for people listing new opportunities. It must be the name and valid email address of a registered user, or the whole process will fail. Since the system is entirely web based, the email address is critical. It is where notification of online applications will be sent.

7. **Start and End Dates**—You must put in an end date or the listing will not appear. After the end date occurs, the listing will remain in the database, but it will not be visible or searchable except to administrators.

8. **Photos and Web sites**—These are optional. If your opportunity or facility location has a photo or web site, you can enter the links here.

9. **Review/Submit Your Opportunity**—Once you have entered the required data, click the REVIEW button to view the listing. This will show you how it will appear. If you need to revise it, click REVISE. If it is correct, click SUBMIT button and the opportunity is complete and online. It will appear in various searches on the system, and it will uploaded to the USA Freedom Corps and

Network for Good within 24 hours. It will also be accessible through the BLM Volunteer web pages, http://www.blm.gov/volunteer

That's it. You can come back into the system, modify opportunities, review applications, review comments, and view statistics. If someone applies for one of your listings, you will receive an email notification with a link that will allow you to logon and go directly to the application, review it, and print it out. The applicant receives a similar notification after applying, with the message that they will hear from someone within 10 days. It's up to you to contact the individual within that time frame.